

# **Weather Event Response Policy**

## **1.0 Policy Statement**

The City of Mount Pearl's Department of Infrastructure and Public Works (IPW) shall implement a weather event response protocol for responding to special weather events that might affect regular IPW programming and services. This policy conforms with the City's *Emergency Response Protocol*.

## **2.0 Purpose**

This policy has the following purposes:

- To ensure consistency in the City's delivery of programs and services.
- To outline the roles and responsibilities and to provide direction to IPW employees during weather events.
- To protect City of Mount Pearl infrastructure and assets during special weather events.

## **3.0 Scope**

This policy applies to employees of the Department of Infrastructure and Public Works.

## **4.0 Special Weather Events**

The Department of Infrastructure and Public Works Department shall be responsible for implementing the following protocol:

### **A. Wind Events**

The following procedure will apply for situations where Environment Canada's weather forecast calls for:

- (i) Wind gusts of 60 Kilometers Per Hour (KPH) or greater:
  - Residents will be advised to take precautions and not to leave light recycling bags on the street.
- (ii) Wind gusts of 100 Kilometers per hour (KPH) or greater:
  - Residents will be notified of any garbage cancellation before 5pm and on the day prior.
  - Notices will be sent to the affected residential collection zone and internal employees.

- Please see the event communications table below.
- (iii) Wind gusts of 115 KPH or greater:
  - Retractable nets shall be withdrawn if wind gusts are sustained.
  - Director of Infrastructure and Public Works provides recommendations to CAO based on the severity of the weather conditions.

## **B. Rain Events – Public Works Department**

The following procedure will apply for situations where Environment Canada's weather forecast calls for precipitation of:

- (i) 50 mm rainfall in 12 hours:
  - Storm drainage systems shall be inspected and cleared in advance when reasonably possible.
- (ii) 75 mm or greater in 12 hours
  - Flood zones shall be assessed, City owned retention ponds as well as private retention ponds will be monitored.
  - Flood zone mapping shall be reviewed and property owners in that flood zone will be notified.

## **C. Snow Events**

The following procedure will apply for situations where Environment Canada's weather forecast calls for:

- (i) 50KPH winds and less than 24cm snowfall within a 24-hour period:
  - The City continues to provide services as normally scheduled.
  - Employees shall follow normal operation with appropriate Standard Operating Procedures (SOPs) being followed.
- (ii) 50-80 KPH winds and snowfall between 25cm-50cm within a 24-hour period:
  - Recycling and garbage collection shall be cancelled and rescheduled for a later date.
  - Closure of City's recreation facilities will happen in consultation with the Director of Community Development. Consideration of IPW staffing requirements will take place after proper consultation with CAO.
  - Residents will be notified of changes and/or closures and cancellations through the City's communications department.
  - Please see the event communications table below.
- (iii) For conditions where there is a combination of winds exceeding 80KPH and 50cm of snowfall:
  - The IPW Director, Works Superintendent, Forepersons and Engineering employees will meet to evaluate and review the status on the following items:
    - a) Equipment
    - b) Employees
    - c) Public Notifications
    - d) Salt and Fuel

- City Directors and CAO will be in constant communication to assess and take action as necessary.
- (iv) All cancellations and weather-related service changes due to inclement weather will be provided, with the required detail, to the Marketing, Communications and Economic Development Division for notification to the public. Please see the event communications table below.

#### **D. Freezing Rain**

The following procedure will apply for situations where Environment Canada's weather forecast calls for:

- Over 5mm of freezing rain, the public shall be notified through the communications department
- When there is ice buildup and frozen sidewalks, the Public Works crew shall provide salting, snow-clearing and ice-clearing.

#### **E. Major Storm**

For circumstances where Environment Canada's weather forecast calls for major storms such as but not limited to tropical storms, snowstorms exceeding 100cm snowfall and hurricanes.

- The City's *Emergency Response Protocol* comes into effect for emergency events including, but not limited to, tropical storms, major snowstorms and hurricanes.
- Residents will be notified of changes and/or closures and cancellations through the City's communications department.
- Please see the event communications table below.

#### **F. Power Outages Related to Weather Events**

For instances where weather events cause severe power outages city-wide, the following guidelines will be implemented:

- The City of Mount Pearl's *Emergency Response Plan* will be initiated.
- Two buildings with backup generators will be open to the public - City Hall and Park Place Community Center.
- The Works Superintendent, in consultation with the Director of Infrastructure and Public Works will communicate with the Foreperson to assess the roads and weather conditions.
- The Director of Infrastructure and Public Works will provide updates and recommendations to the CAO based on weather conditions and coordinate an action plan as necessary.
- Residents will be notified of changes and/or closures and cancellations through the City's communications department.
- Please see the event communications table below.

## 5.0 Roles and Responsibilities

The following roles and responsibilities shall apply:

### A. Public Works Superintendent

The City's Public Works Superintendent is responsible for:

- Overseeing Public Works division to ensure compliance with the Weather Event Response Policy.
- Track developments on weather conditions, and infrastructural capacity and provide updates to the Director of Infrastructure and Public Works.

### B. Director of Infrastructure and Public Works

The Director of Infrastructure and Public Works is responsible for:

- Monitor weather forecast in advance to determine required action.
- Communicate with Public Works Superintendent to assess weather conditions and capacity in terms of resources and infrastructure.
- Make decision on action plan regarding residential services and potential impacts on infrastructure.
- Submit recommendations to CAO, Directors, and Manager of Communications, Marketing and Economic Development.

### C. Manager of Marketing, Communications and Economic Development and/or the Marketing and Communications Officer

The Marketing, Communications and Economic Development Division is responsible for:

- Communicate with Directors and CAO recommendations during weather events.
- Provide notifications on weather events and services to citizens via the agreed upon notification channels (see event communication table below).

### D. Chief Administrative Officer

The Chief Administrative Officer is responsible for:


- Maintain constant communications with the IPW Director, and the Manager of Marketing, Communications and Economic Development to monitor developments and operations.
- Provide updates and assessment on the situation to Council on a regular basis.
- For circumstances of extreme weather events, provide action plan to Directors and Manager of Communications, Marketing and Economic Development.

## 6.0 Communication Channels by Event

Weather Event	Face-book	Twitter	City Website	Public Service Announcement	Citizen Alert	E-Alert
Garbage Collection Cancellation	Y	Y	Y		Y	Y

<b>Recycling Announcement</b>	Y	Y	Y			Y
<b>Facility Closure</b>	Y	Y	Y		Y	Y
<b>Event Cancellation/ Postponement</b>	Y	Y	Y	Y	Y	Y
<b>Severe Event/Special Circumstances</b>	Communication to be determined between CAO and the Marketing, Communications and Economic Development Department.					

## 7.0 Approvals

  
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 Steve Kent, Chief Administrative Officer  
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 November 19, 2018  
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 Date